

APPROVED

Item VII. A. 1
Motion by: Michael H. Head
Seconded by: Ryan P. Rogers
Motion carried 10-0



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413
www.oneida-boces.org

VII A. 1.
Approval of Minutes of the
Regular Meeting of December 11,
2024
January 8, 2025

Cooperative Board 2023-2024

T: 315.793.8558

F: 315.223.4704

UNAPPROVED
MINUTES OF THE REGULAR
MEETING OF DECEMBER 11, 2024

A Regular meeting of the Board of Cooperative Educational Services was held on December 11, 2024 at 4:30 p.m. in the Howard D. Mettelman Learning Center, 4747 Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

Michelle Anderson, President
Gary P. Nelson, Vice President
Michael H. Head
Joseph H. Hobika, Jr.
Heather Johnson (arrived 5:08 p.m.)
Anthony J. Nicotera
Dr. Gary W. Porcelli
Russell Stewart
Timothy Thomas

MEMBERS EXCUSED

Steve Boucher
Elaine M. Falvo
Ryan P. Rogers

OTHERS PRESENT

Patricia N. Kilburn, Ed.D. District Superintendent
Christopher Hill Assistant Superintendent
Scott Morris Assistant Superintendent
Lori A. Wrobel Clerk of the Board

Date

Introduction

Members Present

Members Excused

Others Present

*Michelle Anderson, President, Gary P. Nelson, Vice President,
Steve Boucher, Elaine M. Falvo, Michael H. Head, Joseph H. Hobika, Jr., Heather Johnson,
Anthony J. Nicotera, Dr. Gary W. Porcelli, Ryan P. Rogers, Russell Stewart, Timothy Thomas*

We are collaborators, working together and partnering with leaders in education, business, industry, government and the local community to promote inclusive educational and career opportunities and equitable access in order to prepare all of our learners for the dynamic world of today and tomorrow.

A quorum was noted and Michelle Anderson called the Meeting to order at 4:30 p.m.

ITEM II. PLEDGE OF ALLEGIANCE

Michelle Anderson led the Board with the Pledge of Allegiance.

ITEM III. RECOGNITION OF VISITORS

None.

ITEM IV. RECOGNITION

None.

ITEM V. A. FROM THE FLOOR

None.

ITEM V. B. CORRESPONDENCE

None.

ITEM VI. REPORTS

Michelle Anderson, Russell Stewart, Patricia N. Kilburn, Ed.D., and Scott Morris attended the Rural Schools Winter Conference December 4, 2024 – December 5, 2024.

Michelle Anderson, Russell Stewart and Patricia N. Kilburn, Ed.D. shared details of the Conference.

Assistant Superintendent Christopher Hill provided an update concerning School and Business Alliance Breakfast which was well attended. Information concerning the number of job shadows, career fairs, internships and the number of students reached was also shared.

Assistant Superintendent Scott Morris provided an updated concerning the tentative budget which should be complete next week and shared with the Cooperative Board in January 2025.

Assistant Superintendent Scott Morris noted that School Communications has been featured by the New York State School Board Association which is a nice accomplishment.

District Superintendent Patricia N. Kilburn, Ed.D., talked about the budget cycle and the upcoming presentation to the Cooperative Board.

District Superintendent Patricia N. Kilburn led a discussion concerning strategic planning for OHM BOCES. Board members were paired and asked to review a diagram of possible plan concepts. Board members reported their thoughts. Discussions and questions regarding ideas about the need to develop strategic goals around plan concepts, the increasing diversity of students in the supervisory district, creating opportunities for parent engagement in alternative education programming, the role of artificial intelligence in future planning, NYSED Regionalization and the importance of supporting and leading this work locally and the NYSED Graduation Measures initiative's recommendations regarding redefining credits and increased real-world learning opportunities.

ITEM V. COMMUNICATIONS

None.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2024

Motion by: Joseph H. Hobika, Jr.
Seconded by: Russell Stewart

Moved, that the minutes of the Regular Meeting of November 13, 2024 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as written.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM VIII. EXECUTIVE SESSION

Motion by: Russell Stewart
Seconded by: Joseph H. Hobika, Jr.

Moved, that the Cooperative Board enter into Executive Session at 5:23 p.m.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

Executive Session Items:

x	discussing the employment history of particular persons
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
x	discussing collective negotiations pertaining to the BAA Union, pursuant to Article 14 of the Civil Service Law
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the _____ exam
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 5:51 p.m.

ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (B., C., AND VOTE ON D. SEPERATELY)

Motion by: Russell Stewart
 Seconded by: Michael H. Head

Moved, that the Cooperative Board accepts the Treasurer’s Report for October 2024 (Item IX. B. 1), the Budget Adjustment Report for October 2024 (Item IX. B. 2); as shown below:

ITEM IX. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR OCTOBER 2024

Report of the Treasurer for October 2024

Capital	\$	8,278.90
General	\$	6,350,526.81
School Lunch	\$	2,093,278.30
Special Aid	\$	1,406.74
Trust/Agency	\$	70,582.29
Extra-Curricular	\$	25,871.68
Total	\$	18,549,944.72

and the Treasurer's Report for the Extra-Curricular Fund for October 2024 showing a fund balance of \$25,871.68.

ITEM IX B. 2. MOTION TO ACCEPT THE 2024-2025 BUDGET ADJUSTMENT REPORT FOR OCTOBER 2024

**Budget Revisions—2024-25
October 2024 Report**

2024-25 Adopted Budget	\$	94,356,675
Commitment Changes	\$	9,979,296
Net Changes	\$	3,234,093
Total		\$107,327,093

ITEM IX. C. PERSONNEL REPORT

MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND NON-INSTRUCTIONAL/CLASSIFIED STAFF

Moved, that pursuant to the recommendations of the District Superintendent, the Board approves the following changes on the teaching/certified staff and non-instructional/classified staff.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	GARY P. DICESARE	MICROCOMPUTER AV REPAIR TECH	10/20/2014	02/28/2025
2.	TERESA J. STERLING	NETWORK ADMINISTRATOR I	12/15/2014	01/31/2025

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	MEREDITH A. BLANDO	ATTENDANCE TEACHER	03/07/2022	12/01/2024
2.	JAMIE L. FRENCH	TEACHER ASSISTANT	09/01/2015	12/01/2024
3.	NICKCOLE M. GARCIA	REGISTERED PROF NURSE	01/08/2024	01/05/2025 (revised date)
4.	KARA A. POLOVICK	SCHOOL SOCIAL WORKER	10/04/2021	11/30/2024
5.	BRIAN O. SANCHEZ VALDERRAMOS	TEACHER ASSISTANT	08/29/2024	12/01/2024
6.	JULIE A. TOMLIN	TEACHER ASSISTANT	08/29/2024	11/01/2024

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	GIANNA M. DIMAGGIO	PUBLIC RELATIONS ASSISTANT	11/18/2024	11/23/2024
2.	JEFFREY B. RONDEAU	FIRE SYSTEMS TECH - HOURLY	03/11/2021	10/01/2024
3.	JODIE A. ROYS	FOOD SERVICE HELPER	12/20/2007	10/24/2024
4.	AMBER J. SLAWSON	EMERGENCY PLANNING TECH	08/19/2024	11/25/2024

c. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

The expiration dates of the 4 year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

The expiration dates of the 3 year probationary appointments are tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

1. Recommend that **ALISON P. FONTANA** be appointed as a **SCHOOL SOCIAL WORKER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the School Social Worker tenure area, commencing December 09, 2024 and ending December 08, 2028 at an annual salary rate of \$59,758.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of New Hartford High School
- * Associates Degree in Early Childhood Education from Mohawk Valley Community College
- * Bachelor's Degree in Psychology from SUNY Institute of Technology
- * Master of Social Work from University of Albany

Work Experience:

- * From June, 2018 through the present as a social worker at Rome Memorial Hospital
- * From November, 2014 through August, 2018 as a case aide in foster care at The House of the Good Shepherd
- * From March, 2009 through September, 2015 as a residence aide at Masonic Care Community

2. Recommend that **JAMIE L. FRENCH** be appointed as a **TEACHER OF SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, P-TECH for a four year probationary appointment in the General Special Education Program tenure area, commencing December 02, 2024 and ending December 01, 2028 at an annual salary rate of \$56,688.00, prorated.

Certification:

- * Working toward certification
- * Level I certificate in Teaching Assistant

Education:

- * Graduate of New Hartford High School
- * Attending Western Governors University for Bachelor of Arts in Special Education

Work Experience:

- * From September, 2015 through the present as a teacher assistant at Oneida-Herkimer-Madison BOCES
- * From February, 2015 through June, 2015 as a long term substitute at Oneida-Herkimer-Madison BOCES
- * From November, 2014 through February, 2015 as a substitute Teacher at the Sitrin Childcare Program
- * From September, 2014 through the present as a Customer Service Associate at Twin Maple Storage and U-Haul
- * From November, 2012 through August, 2014 as a Program Assistant at The House of the Good Shepherd
- * From August, 2011 through November, 2012 as an Office Representative at Sister Rose Vincent Family Medicine Center

3. Recommend that **SCOVIA OYELLA** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing December 09, 2024 and ending December 08, 2028 at an annual salary rate of \$20,423.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Thomas R. Proctor High School
- * Associates Degree in Occupational Studies from Mohawk Valley Community College

Work Experience:

- * From November, 2023 through the present as a secretary at The Neighborhood Center Behavioral Health Center
- * From November, 2019 through 2023 as a food service worker at Masonic Care Community of New York
- * From June, 2019 through August, 2019 as a front-line cook at Denny's
- * From January, 2019 through July, 2019 as a farm hand at Hermen Farm

4. Recommend that **MATTHEW J. SCHAFER** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy at MVCC for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing November 12, 2024 and ending November 11, 2028 at an annual salary rate of \$19,864.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of New Hartford High School
- * Associates Degree in Criminal Justice from Mohawk Valley Community College

Work Experience:

- * From 2019 through the present as a track & field official at New York State Public High School Athletic Association
- * From June, 2016 through April, 2020 as a carpenter at National Building & Restoration Corporation
- * From July, 2010 through June, 2016 as a department supervisor at JCPenney

5. Recommend that **NORA R. WATERBURY** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Career & Technical Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing December 02, 2024 and ending December 01, 2028 at an annual salary rate of \$20,764.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Graduate of Herkimer High School
- * Associate in Applied Science in Human Services from Herkimer County Community College

Work Experience:

- * From October, 2024 through the present as a short-term substitute teacher assistant at Oneida-Herkimer-Madison BOCES
- * From September, 2023 through September, 2024 as a teaching assistant at Utica City School District
- * From May, 2022 through May, 2023 as a mental health advisor at Upstate Cerebral Palsy
- * From October, 2021 through April, 2022 as a purchasing representative at Northern Safety Industrial
- * From June, 2021 through August, 2021 as an intern at Herkimer Planning Department
- * From May, 2020 through April, 2021 as a contact tracer at NYS DOH
- * From July, 2018 through August, 2020 as a daycare supervisor at Herkimer County Summer Program

b. **RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)**

1. Recommend that **RONALD J. WHEELOCK** be appointed as a **CURRICULUM SUPERVISOR** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, for a temporary appointment commencing November 01, 2024 and ending June 30, 2025 at a salary rate of \$75.00/hr. Curriculum Supervisors are provided at district request.

c. **RECOMMENDATION FOR DECREASE IN FTE**

1.	RYAN W. GERLING	MUSIC THERAPIST	Date	FTE
			11/28/2024 -	.06
			06/30/2025	

2. **Non-Instructional/Classified Staff**

- * Recommendation to reclassify 1 Micro-Computer/Audio Visual Repair Technician to 1 Senior Offset Duplicating Machine Operator
- * Recommendation to reclassify 1 Audio-Visual Aide to 1 Music Therapist

a. **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE**

1. Recommend that **PETER C. ABRAHAM** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in SUPPORT SERVICES, INFORMATION TECHNOLOGY, commencing December 02, 2024 at an annual salary rate of \$41,097.00, prorated.

PETER C. ABRAHAM has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**, until the results of the next civil service exam are known.

Education:

- * Graduate of Thomas R. Proctor High School
- * Attending Western Governors University for Cyber Security

Work Experience:

- * From June, 2022 through August, 2024 as a prevention health advocate and linkage specialist at ACR Health
- * From January, 2019 through November, 2023 as an IT support technician at EJA Services
- * From November, 2016 through September, 2020 as a customer service representative at Hartford Fire Insurance
- * From June, 2009 through September, 2020 as a retail sales consultant at AT & T

2. Recommend that **FRED E. HAUCK JR.** be appointed to a part-time provisional appointment as a **FIRE SYSTEMS TECHNICIAN** in SUPPORT SERVICES, SAFETY SERVICES, commencing December 12, 2024 at a salary rate of \$30.00 per hour.

FRED E. HAUCK JR. has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FIRE SYSTEMS TECHNICIAN**, until the results of the next civil service exam are known.

Education:

- * Graduate of St. Frances DeSales High School
- * Associate of Applied Science in Science Laboratory Technology from Mohawk Valley Community College

Work Experience:

- * From 2005 through 2022 as a health safety coordinator at Jefferson Lewis BOCES
- * From 1995 through 2005 as a health and safety coordinator at HFM BOCES
- * From 1989 through 1994 as a health and safety coordinator at Capital Region BOCES
- * From 1987 through 1988 as a safety coordinator at Oneida-Herkimer-Madison BOCES

3. Recommend that **STEPHEN O. HRYB** be appointed to a provisional appointment as a **SAFETY COORDINATOR** in SUPPORT SERVICES, SAFETY SERVICES, commencing January 13, 2025 at an annual salary rate of \$65,000.00, prorated.

STEPHEN O. HRYB has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SAFETY COORDINATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Mount Markham High School

Work Experience:

- * From June, 2021 through the present as a part-time state fire instructor at New York State Office of Fire Prevention
- * From September, 1994 through the present as a director of logistics at Worth Northern Safety

4. Recommend that **HONG JIN** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in SUPPORT SERVICES, INFORMATION TECHNOLOGY, commencing November 20, 2024 at an annual salary rate of \$37,627.00, prorated.

HONG JIN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**, until the results of the next civil service exam are known.

Education:

- * Graduate of Thomas R. Proctor High School
- * Bachelor of Science in Cybersecurity from Utica University

Work Experience:

- * From May, 2023 through May, 2024 as IT TS at Utica University

5. Recommend that **EMILY R. LASALLE** be appointed to a provisional appointment as an **ASSISTANT DASA COMPLIANCE COORDINATOR** in SUPPORT SERVICES, SAFETY SERVICES, commencing December 27, 2024 at an annual salary rate of \$42,000.00, prorated.

EMILY R. LASALLE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT DASA COMPLIANCE COORDINATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Sauquoit Valley High School

Work Experience:

- * From June, 2022 through the present as a teacher assistant at Small Blessings PreK
- * From August, 2021 through the present as a coach at Sauquoit Valley Central School
- * From December, 2021 through June, 2022 as a substitute teacher assistant at Sauquoit Valley Central School

6. Recommend that **SHANE R. TINNEY** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in SUPPORT SERVICES, SCHOOL COMMUNICATIONS, commencing November 18, 2024 at an annual salary rate of \$36,513.00, prorated.

SHANE R. TINNEY has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PUBLIC RELATIONS ASSISTANT**, until the results of the next civil service exam are known.

Education:

- * Graduate of Oriskany High School
- * Bachelor's Degree in Communication ad Media from Utica University
- * Master Degree in Business Administration from Utica University

Work Experience:

- * From May, 2024 through the present as a public relations assistant at Madison-Oneida BOCES
- * From October, 2023 through May, 2024 as a sports information office intern at Utica University
- * From September, 2022 through May, 2023 as a production assistant at Utica University
- * From March, 2022 through October, 2023 as a sales associate at Champs Sports
- * From September, 2020 through March, 2022 as a footwear specialist at Dicks Sporting Goods

b. **RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

1. Recommend that **DARLENE J. VACCARELLI** be appointed to a part-time (.6 FTE) probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in SPECIAL EDUCATION, commencing November 08, 2024 at an annual salary rate of \$40,184.00, prorated.

DARLENE J. VACCARELLI has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **REGISTERED PROFESSIONAL NURSE**. **DARLENE J. VACCARELLI** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of New York Mills High School
- * Associates of Applied Science in Nursing from Mohawk Valley Community College
- * Bachelor of Science in Nursing from SUNY Utica

Work Experience:

- * From 2022 through 2023 as a private duty registered nurse
- * From 2001 through 2015 as a nurse II at McPike Addiction Treatment Center
- * From 1990 through 1995 as a registered nurse at VNA, Homecare

c. **RECOMMENDATION FOR PART-TIME APPOINTMENT**

1. Recommend that **ALYSSA N. ALGUIRE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 28, 2024 at an hourly salary rate of \$15.45.

ALYSSA N. ALGUIRE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Sauquoit Valley High School

Work Experience:

- * From September, 2018 through May, 2019 as a direct support professional at Upstate Cerebral Palsy
- * From April, 2017 through July, 2018 as a home health aide at Gina's Home Health Care
- * From 2014 through 2016 as a shift manager at Hoopla Frozen Yogurt
- * 2014 as a sub maker at Subway

2. Recommend that **DENISE M. KILBURN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 07, 2024 at an hourly salary rate of \$15.45.

DENISE M. KILBURN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Hudson Falls High School

Work Experience:

- * From 1987 through 2014 as a server at Peppermill Family Restaurant
- * From 2000 through 2023 as a server at Boulevard Diner

3. Recommend that **SHAYNA L. LESTER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 25, 2024 at an hourly salary rate of \$15.45.

SHAYNA L. LESTER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Proctor High School

Work Experience:

- * From July, 2018 through September, 2020 as a dietary aide at Charles T. Sitrin Care Center
- * From July, 2020 through February, 2023 as a food service worker at Willow Park Assisted Living

4. Recommend that **BRIANNE C. MILLER** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 11, 2024 at an hourly salary rate of \$15.45.

BRIANNE C. MILLER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Bishop McGann-Mercy High School
- * Bachelor's Degree in Communications from SUNY Oneonta

Work Experience:

- * From August, 2023 through the present as a server at Rocky's On The Lake
- * From March, 2021 through the present as a village clerk at the Village of Poland
- * From 2017 through 2021 as an accounting executive assistant at Delta Hotels By Marriott
- * From 2013 through 2021 as a recruiter at Fortus Healthcare
- * From 2011 through 2013 as a sales associate at Galaxy Media

5. Recommend that **KARLA M. MONTALVO-GARCIA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 25, 2024 at an hourly salary rate of \$15.45.

KARLA M. MONTALVO-GARCIA has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Proctor High School

Work Experience:

- * Currently working as a cook at The Pines at Utica
- * From January, 2021 through October, 2022 as a crew member at Dunkin Donuts
- * From December, 2015 through December, 2020 as a manager at McDonald's

6. Recommend that **OWEN N. ROSS** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 23, 2024 at an hourly salary rate of \$15.45, as needed.

OWEN N. ROSS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Remsen High School

Work Experience:

- * From April, 2019 through June, 2022 as a crew member at DeSantis Deli Market

7. Recommend that **LINDSAY J. WENZEL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 06, 2024 at an hourly salary rate of \$15.91.

LINDSAY J. WENZEL has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Clinton Central School District

Work Experience:

- * From October, 2022 through October, 2024 as a teacher assistant at Oneida-Herkimer-Madison BOCES
- * From January, 2021 through September, 2021 as a food service helper at Oneida-Herkimer-Madison BOCES
- * From January, 2008 through September, 2018 as a teaching assistant at Oneida-Herkimer-Madison BOCES

d. **RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)**

1. Recommend that **ELINOR T. HADITY** be appointed to a part-time (.4 FTE) temporary appointment as a **MUSIC THERAPIST** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, SPECIAL EDUCATION, commencing December 03, 2024 and ending June 30, 2025 at a salary rate of \$59,653.00, prorated.

ELINOR T. HADITY meets the civil service requirements for the title and has been pre-approved by civil service.

Education:

- * Graduate of Cander Central School
- * Bachelor of Music in Music Therapy from Mansfield University

Work Experience:

- * From September, 1989 through June, 2019 as a music therapist at Oneida-Herkimer-Madison BOCES
- * From January, 1987 through April, 1989 as a music teacher at Mohawk Central School

e. **RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING**

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

	Perm. Date
1. ALEXANDER C. HUBLEY CLEANER	06/03/2024

d. **STIPENDS**

1. **Teaching/Certified Staff**

a. **RECOMMENDATION FOR ADDITIONAL STIPENDS**

	Date	Stipend
1. HEIDI L. VANDERMEULEN TEACHER OF VISUALLY HANDICAPPED	11/11/2024 - 06/30/2025	\$1,200.00 (mentor) (pro-rated)

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM IX. D. 1. APPROVAL OF BOARD POLICIES (SECOND READING)

Motion by: Russell Stewart
Seconded by: Michael H. Head

Moved, that the Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES.

- 4501 Competitive Bidding
- 4502 Non Bid Purchasing
- 4503 Purchase Orders
- 4504 Sale and Disposal of OHM BOCES Property
- 4506 Procurement-Uniform Guidance for Federal Awards
- 4600 Petty Cash Management
- 4601 Activity Funds and Student Clubs

During discussion, Russell Stewart asked the Board to support the opening of bids by at least three employees, which is the current policy and to reject the proposed change to this policy (indicating the presence of at least one employee). Other Board members concurred.

A motion to table this policy for another meeting was made.

ITEM IX. D. 1. APPROVAL TO TABLE ANY ACTION ON POLICY 4501 COMPETITIVE BIDDING (SECOND READING) FOR A FUTURE MEETING

Motion by: Joseph H. Hobika, Jr.
Seconded by: Russell Stewart

Moved, that the Cooperative Board table any action on Policy 4501 Competitive Bidding for a future meeting.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM IX. D. 1. APPROVAL OF BOARD POLICIES (SECOND READING)

Motion by: Joseph H. Hobika, Jr.

Seconded by: Russell Stewart

Moved, that the Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES.

4502 Non-Bid Purchasing

4503 Purchase Orders

4504 Sale and Disposal of OHM BOCES Property

4506 Procurement-Uniform Guidance for Federal Awards

4600 Petty Cash Management

4601 Activity Funds and Student Clubs

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (D. 2., 3., and 4.)

Motion by: Joseph H. Hobika, Jr.

Seconded by: Russell Stewart

ITEM IX. D. 2. APPROVAL OF THE CREATION OF A BUILDING INSPECTOR POSITION

Moved, that the Cooperative Board approve the creation of part-time Building Inspector with a salary range of \$25.00 - \$35.00 per hour (rate dependent on experience and certifications/licenses) from the Support Services Coser 620.

ITEM IX. D. 3. APPROVAL OF HONOR SOCIETY ACTIVITY FUND

Moved, that the Cooperative Board approve the creation of the Honor Society Activity Organization.

ITEM IX. D. 4 APPROVAL OF \$4,500 GIFT FROM NEW YORK POWER AUTHORITY

Motion by: Russell Stewart
Seconded by: Gary P. Nelson

Moved, that the Cooperative Board amend Item D.4 to include the \$4,500 value of the gift received from the New York Power Authority.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM IX. D. 4(a) APPROVAL OF \$4,500 GIFT FROM NEW YORK POWER AUTHORITY

Moved, that the Cooperative Board of the OHM BOCES approves acceptance of the gift of three DJI Phantom drones from the New York Power Authority to the P-TECH OHM program.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM IX. D. 5 ACTION ITEM(S) FOR APPROVAL (CONTINUATION OF IX.)

**APPROVAL OF CHANGES ON THE TEACHING/CERTIFIED STAFF AND
NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Motion by: Russell Stewart
Seconded by: Michael H. Head

Moved, that the Cooperative Board approve the resignation of Christen M. Romanzo-Sansone effective January 3, 2025.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	Joseph H. Hobika, Jr.
Michael H. Head		Elaine M. Falvo	
Heather Johnson		Ryan P. Rogers	
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 8-0

ITEM IX. D. 6 ACTION ITEM(S) FOR APPROVAL (CONTINUATION OF IX.)

APPROVAL OF THE MOA BETWEEN OHM BOCES AND BTA

Motion by: Michael H. Head
Seconded by: Anthony J. Nicotera

Moved, that the Cooperative Board approve the Memorandum of Agreement between the OHM BOCES and BTA regarding Registered Nurse Compensation for Supervision of Licensed Practical Nurse.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 9-0

ITEM X. BOARD TOPIC(S)/DISCUSSION ITEM(S)

None.

ITEM XI. OLD BUSINESS

Michelle Anderson noted that all Cooperative Board Members have had copies of the self-evaluation and asked if there was anything specific anyone would like to discuss.

Michelle Anderson noted if members register to attend conferences and is unable to attend, please be sure to cancel. There are registration and cancellations deadlines. If a cancellation deadline is missed, there may be an opportunity for someone else to attend in your place.

MOTION TO ADJOURN

Without any objection and there being no further business, Michael H. Head made a motion to adjourn the meeting at 6:06p.m.; seconded by Dr. Gary W. Porcelli.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Michael H. Head		Elaine M. Falvo	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			
Timothy Thomas			

Motion carried 8-0

Lori A. Wrobel
Clerk of the Board
December 13, 2024